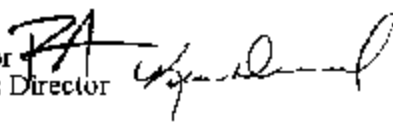


**Board of County Commissioners**  
**INTER-OFFICE MEMORANDUM**

**DATE:** January 23, 2004

**TO:** Honorable Chairman and Members of the Board

**FROM:** Parwez Alam, County Administrator   
Kim Dressel, Management Services Director

**SUBJECT:** Space Planning Advisory Group

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A Space Planning Advisory Group is being formed to identify current courthouse occupants who may be relocated to the Bank of America property (BOA), realign space to accommodate activities located now in the Traffic Court Building so that it may be sold, and renovate courthouse space that will be vacated by those relocated to the BOA. Members of the Space Planning Group will include the following, or their designee: Bert Hartsfield, Property Appraiser; Doris Maloy, Tax Collector; Ion Sancho, Supervisor of Elections; Bob Inzer, Clerk of the Courts; Charles Francis, Chief Judge; Nancy Daniels, Public Defender; Willie Meggs, State Attorney; Jane Sauls, Board Chairman; Parwez Alam, County Administrator.

A kick-off meeting of the Space Planning Advisory Group will be scheduled for early February. The initial scope of work will consist of reviewing and approving the architect's proposed relocation of offices to the BOA over the near term (e.g., to commence immediately and span the next three to five year time period). Barnett-Fronczak Architects (BFA) was approved by the Board on December 9, 2003 to provide architectural, engineering and interior design services for the BOA. BFA has recently executed and returned its completed contract, and staff subsequently met with them to formulate a strategy for conducting orderly moves to the BOA. BFA will begin developing those plans, with the impacted offices, later this month.

The BOA Property Manager, Advantis, will work closely with staff and BFA so that space not currently needed by the County for renovation or occupancy can be marketed to generate lease revenue.

Space planning for the courthouse has not been assigned to a specific architectural firm. Staff will utilize the services of the continuing supply firms for specific projects as needed for courthouse renovations.